



NATIONAL HEADQUARTERS  
EXECUTIVE DIRECTOR  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

29 February 2000

MEMORANDUM FOR ALL CIVIL AIR PATROL CORPORATE EMPLOYEES

SUBJECT: FM Policy # 1 - CAP Corporate Travel Policy

The purpose of this policy is to state Civil Air Patrol's (CAP's) corporate travel policy; travel advances and reimbursement procedures; travel voucher requirements, the filing process, and travel codes. This policy applies to all CAP corporate employees.

**1. GENERAL:**

a. Authorize only that travel necessary to accomplish the mission of the Corporation effectively and economically. Each directorate and liaison office will establish internal controls to ensure that only travel, which is essential to the needs of the Corporation is authorized.

b. When traveling, the employee is expected to exercise the same care and regard for expenses incurred, as a prudent person would exercise when traveling at personal expense. Excess costs, circuitous routes, delays, or luxury accommodations that are unnecessary or unjustified are the individual's financial responsibility. The employee should be aware of the Corporation's right to review claims and should therefore maintain sufficient records to validate expenses incurred.

**2. TDY BUDGET SUBMISSION:**

a. Directors and liaison personnel will develop TDY requirements annually with justification and impact statements.

b. Submit requirements to HQ CAP/FMB by close of business 15 Feb each year for inclusion into the fiscal year's financial plan, or earlier if directed by HQ CAP/FM.

c. Upon receipt of an approved funded program, each directorate and liaison office will be given a TDY budget for the fiscal year.

d. Directors and liaison offices will assign a person to track expenditures to ensure total obligations do not exceed the approved budget for the section.

**3. TRAVEL ORDERS:**

a. A travel order used for reimbursement of travel and transportation expenses is a written document issued and approved by this headquarters directing an employee or a group of employees to travel between designated points. The travel order establishes the conditions for official travel and provides the basis for the traveler's reimbursement.

b. A travel order should be issued before any travel is performed.

**4. AUTHORIZATION:**

a. The Executive Director authorizes directors' TDYs.

b. The directors authorize TDYs for personnel assigned to their directorate.

c. Liaison officers shall be responsible for TDYs for offices within their span of control.

d. The above individuals may authorize and approve the hiring and use of rental vehicles only when it is determined that the use of other means of transportation is not advantageous to the Corporation. Personal preference or minor inconvenience will not be the basis for authorizing or approving the use of rental vehicles instead of a cheaper mode of transportation. When selecting commercially rented vehicles, travelers will select the lowest cost rental vehicles that meet mission requirements.

#### 5. REIMBURSEMENT RATES:

a. Rates established by the Joint Federal Travel Regulation (JFTR) shall be used as a guide to determine the reimbursement rate authorized for TDYs. Per diem will be prorated on a quarter-day basis on the day of departure and on the day of return. The calendar day will be divided into quarter days as follows:

First Quarter	0001-0600 hours
Second Quarter	0601-1200 hours
Third Quarter	1201 -1800 hours
Fourth Quarter	1801-2400 hours

b. An employee isn't entitled to per diem for TDY, which is performed entirely within 12 hours.

c. The authorizing official should authorize/approve privately owned conveyance (POC) travel only if it's advantageous to the Corporation and not solely for the employee's convenience. POC travel must be fully justified and show cost comparisons when its use is more economical over other available corporate transportation.

d. Per diem and/or lodging reimbursement **is not** authorized on any day classified as leave or compensatory time off. Exception: Short periods of compensatory time off (under 4 hours per day) given during a national event, such as National Board or National Congress on Aviation and Space Education, do not comply with this requirement.

e. Reimbursement for actual cost for lodging exceeding the JFTR rates **MUST BE REQUESTED IN ADVANCE OF THE TDY**. The request will be justified to HQ CAP/FM and approved by the Executive Director.

#### 6. AUTHORIZED TRAVEL EXPENSES:

a. Only the following expenses will be reimbursed for official travel:

- Lodging (receipt required)
- Actual tax expense incurred for lodging (receipt required)
- Rental car (if authorized, receipt required)
- Fuel for rental car (receipt required)
- Commercial airline tickets (changes to the itinerary will be made at the employee's expense unless justified; provide the last page of the ticket that shows the cost)
- Meals (reimbursed at the locality per diem rate)
- Taxi service (receipt required if over \$25.00)
- Bus transportation used in conjunction with airlift (receipt required)
- Official telephone calls (local and long distance, receipt required)
- Hotel and/or airport parking (receipt required)
- Monetary allowance in lieu of transportation for private conveyance (if authorized)
- Travel from office or residence to travel departure point and return
- Tips for baggage handling
- Road, bridge, or tunnel tolls
- Registration fees (receipt required)
- Personal laundry and cleaning and pressing of clothing (if TDY is for 5 or more days, receipt required)

b. When a required receipt is not furnished, a statement explaining the facts must support the claim. Any reimbursable item for which a receipt is specifically required will be denied in its entirety when the voucher is not supported by a receipt or a statement signed by the employee explaining why a receipt is not furnished.

- c. The following travel related expenses **are not** authorized:
  - First-class or business-class air accommodations
  - Alcoholic beverage and entertainment expenses
  - Meal expenses incurred for other persons

**7. TDY WITHIN THE LOCAL AREA:**

- a. Per diem or meals will not be authorized or reimbursed for TDY performed within 50 miles of the employee's duty location unless overnight lodging is required.
- b. When a POC is used for travel between an employee's residence, or the duty location, and one or more alternate duty sites within the local area, the employee will be paid mileage for the distance that exceeds the employee's commuting distance.
- c. Transportation expenses for local area travel will be reimbursed at the privately owned conveyance rate of 10.5 cents a mile.

**8. ADVANCES:**


- a. Those individuals authorized to approve official travel will approve travel advances on a case-by-case basis. Process the request for the advance to HQ CAP/FMF no later than 3 workdays before the TDY.
- b. Travel advances will be limited to 80 percent of authorized expenses.

**9. REPAYMENT OF TRAVEL ADVANCES:**

- a. Employees receiving travel advances will be required to repay any funds that are excess to actual expenses as determined by HQ CAP/FMF. Repayment will be made within 10 workdays after being notified by HQ CAP/FMF of the overpayment.
- b. If the employee fails to repay excess travel funds within the above time limit, recoupment will be made from the employee's pay.

**10. TRAVEL VOUCHER:**

- a. A travel voucher (CAPF 1351-2. *Civil Air Patrol Travel Voucher*) must be filed within 5 workdays after completion of the TDY. Only those items listed in paragraph 6a may be reimbursed on a travel voucher. All required receipts for reimbursed expenses and a copy of the travel order must be attached to the voucher. Mail or fax the completed travel voucher to HQ CAP/FMF for processing. **(Liaison personnel: Do not submit travel vouchers to your local military finance office unless you traveled on Military Invitational Travel Orders.)**
- b. Expenses for liaison office vehicles will be reimbursed on a SF 1034. Do not request reimbursement on the travel voucher.
- c. When there is a reasonable belief that an employee has falsified one or more claimed expenses on a voucher, the suspected expense(s) will not be allowed. When there is a reasonable belief that an employee has falsified a claimed expense for lodging, meals or incidentals, the actual expense allowance will be denied for the entire day on which the suspected expense is claimed. If payment is made before discovery of a suspected falsified expense, the employee will be required to reimburse the Corporation for the full amount of the expense. The employee may also be subject to additional administrative action by the Executive Director, up to and including termination.



ROBERT L. BROOKS  
Colonel, CAP  
Executive Director

Attachment:  
Travel Voucher Codes

## TRAVEL VOUCHER CODES

12D. Means/Modes of Travel (Use two letters).

GTR/TKT	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation (Own Expense)	- C	Bus	- B
Privately Owned Conveyance (POC)	- P	Plane	- P
		Rail	- R
		Vessel	- V

12E. Reason for Stop.

Awaiting Transportation	- AT
Leave En Route	- LV
Mission Complete	- MC
Authorized Delay	- AD
Temporary Duty	- TD